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COBB COUNTY FIRE & EMERGENCY SERVICES

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Day Care Certificate of Occupancy Procedures

1. You must submit four (4) sets of plans by **dropping them off** to the Fire Marshal's Office for review. Day Care plans may be done on 8 ½ X 11 paper provided the following items are shown:
 - Dimensions for the overall space and dimensions for each room
 - **All doors and windows including dimensions of each**
 - Emergency lighting and exit sign locations
 - Fire extinguishers
 - Fire alarm devices
 - **Fire alarm and/or sprinkler system work will require separate plans to be submitted by a licensed subcontractor once you obtain your building permit.**

Listed below is additional information that is required

- Site plan showing location of fire hydrant with distance from the structure to the hydrant.
 - Water flow test of closest hydrant - minimum flow 1500 gpm @ 20 psi.
 - To schedule a water flow test you can call the following: if your structure is in Cobb County or the City of Kennesaw call the Cobb County Water Department at 770-419-6328, or if you are in the City of Powder Springs call 770-943-8010.
2. Once the Fire Marshal's Office approves your plans, take the approved plans to the Cobb County Building Department Plan Review Office (770-528-2078), **or** if you are in the Cities of Acworth (770-974-2032), Kennesaw (770-429-4554), or Powder Springs (770-943-1666), you will need to take the approved plans to their Building Department in order to purchase a permit.
 3. Call for appropriate field inspections from the Building Department, Cobb County (770-528-2073), Acworth (770-974-2032), Kennesaw (770-429-4554), Powder Springs (770-943-1666), and the Fire Marshal's Office at (770-528-8310/8312).
 4. A Certificate of Occupancy will be issued once **all** Fire Marshal and Building Department inspections have passed. For Cobb County Building Department you may call 770-528-2077, after 8:00 a.m. **the day after all of your inspections have been made** to check on the status of your Certificate of Occupancy. Any inspections within the City limits of Acworth, Kennesaw or Powder Springs, you can contact them directly **the morning after your fire inspection** at the above listed numbers.